

• DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 242

September 29, 1905.

Superintendents,

Gentlemen:-

We have received from the printer and will forward to you as soon as practicable two forms for use during the current year that this Department deems of the utmost importance, namely, a teacher's weekly report and a superintendent's weekly report sheet.

The report by the teachers of each school is to be sent to the Superintendent of Schools. For convenience of transmission in certain rare cases provision has been made for the use of this report as a postal card. Wherever the superintendent authorizes such use, he should furnish the postage necessary, or better still reimburse the teachers for the postage thus expended. In a great majority of cases arrangements can be made for the delivery of these cards either at the office of the superintendent or in towns which are not the headquarters of superintendents to principal of schools or to teachers of English at the time of the English classes. Superintendents should use every possible effort to see that these reports are received in the early part of the week following that to which they relate and they should use every endeavor to avoid postage costs in the transmission of these reports.

The attention of superintendents is called to the fact that the first 3 columns of the report are a simple transcript of

the facts to be found at the head of each column of the Register each week, that the fourth column or daily attendance is taken from the bottom of the last page of the roll-book which contains the names of pupils. The final column which under normal conditions would be represented by five, gives an opportunity for the teacher to indicate any days when there has been no school.

On receipt of these reports from the several teachers, it will be the duty of the superintendent to make a report to the Department of Education, which report shall be a transcript of the concluding figures of each school report. Schools should be designated according to the numbers of their register. It is the desire of this Department to be informed as to the exact situation of the schools at any time.

It is believed that by the use of due diligence on the part of the superintendents, the superintendent's weekly report should be complete and in the hands of the Department not later than one week following that to which it refers.

Respectfully,

*Roland P. Falkner
Commissioner of Education*